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## Exceeding Expectations: The New NPS.gov

### WEB WORKSHOP FOR CONTENT AUTHORS (VIA SAMETIME)

Since the launch of the first phase of the new NPS.gov in August 2006, the number of park web authors using the NPS Content Management System (CMS) has nearly doubled and continues to grow. To help these new authors successfully and effectively use the system and produce quality web content, six two-day online workshops are being offered in April and May 2007.

#### Web Workshop via Sametime

*2-day sessions, 12 total hours per session  
20 participants per session*

Session One (priority – Alaska Region & Pacific West Region (Pacific Islands))  
April 23 – 24, 3 p.m. – 10 p.m. EDT

Session Two (priority – Pacific West Region & Intermountain Region)  
April 26 – 27, 12 p.m. – 7 p.m. EDT

Session Three (priority – Intermountain Region & Midwest Region)  
April 30 – May 1, 10 a.m. – 5 p.m. EDT

Session Four (priority – National Capital Region & Southeast Region)  
May 3 – 4, 10 a.m. – 5 p.m. EDT

Session Five (priority – Southeast Region & Northeast Region)  
May 7 – 8, 9 a.m. – 4 p.m. EDT

Session Six (priority – Northeast Region)  
May 10 – 11, 9 a.m. – 4 p.m. EDT

#### Cost

Free

#### Prerequisite

Prior to attending, participants are required to download and review the NPS CMS Manual available on the Enterprise Web Management (EWM) website (<http://inside.nps.gov/waso/web>) under NPS CMS. The manual will be used as a guide during the workshop though at an accelerated pace due to time constraints. Therefore, reviewing the manual before the workshop is essential to successfully participating in the session.

In addition, these sessions require the use of Lotus Notes Sametime and a telephone with mute capability (either via a mute button or \*6). Participants should confirm before registering that the computer being used for the workshop has the ability to successfully launch and use Sametime by visiting <http://np013denver.nps.gov/>, selecting 'Attend a Meeting', and clicking 'Test Meeting'.

**Instructions for registering**

Each session will be available on a first-come, first-serve basis with priority being given to those parks in the regions that are listed with each session (regions listed have been determined by preliminary participant numbers provided by regional web coordinators). In addition, priority will also be given to those parks that have no web authors that have attended a previous workshop (in person or via Sametime).

Requests to attend and questions about the workshops should be sent to the park's regional web coordinator. The list of coordinators is available on the EWM website (<http://inside.nps.gov/waso/web>) under Contacts.

Each request should include the following information:

- Name of participant
- Participant's park
- Preferred session to attend
- Alternate preferred session to attend

A response will be sent to participants via email (cc: to coordinator) with confirmation of acceptance and instructions for attending the workshop. A list of confirmed participants will also be posted on the EWM website (<http://inside.nps.gov/waso/web>) under Web Authoring Workshop.

**Deadline**

Requests for each session will be accepted until the day of that session if space is available. However, keep in mind that all sessions are expected to fill quickly.